

First Sergeant's Barracks Program (FSBP)

1 1. AUG. 2010



Standard Operating Procedures (SOP)

1. REFERENCES:

- a. AR 420-1, Army Facilities Management, 12 Feb 08.
- b. AE Suppl 1 to AR 420-1, Army Facilities Management, 20 Nov 08.
- c. AER 612-1, Community Central In- and Out-Processing, 15 Jul 05.
- d. AER 37-4, Providing Temporary Lodging Allowance in USEUCOM, 25 May 05.
- e. CTA 50-909, Common Table of Allowances.
- f. AR 190-11, Physical Security of Arms, Ammunition, and Explosives, 15 Nov 06.
- g. AER 190-6, Registration and Control of Privately Owned Firearms and Other Weapons in Germany, 20 Jul 06.

2. PURPOSE: This SOP provides procedural guidance and responsibilities for barracks management and utilization for all personnel residing in USAG Bamberg Single Soldiers' Housing (SSH).

3. SCOPE: Applies to all personnel charged with the management of SSH and military personnel requiring services; and consists of assignment & termination; pre- and final out-check inspections; other inspection types; maintenance and repair of real property and Government furnishings; Government furniture and appliances issue, turn-in, acquisition and disposal; recovery of costs for damages to real property and Government furnishings.

4. RESPONSIBILITIES:

a. Garrison Commander. Garrison Commander provides adequate facilities and services and is responsible for the SSH management program per AR 420-1 and other referenced regulations.

b. Garrison Command Sergeants Major (CSM). The principal advisor to the garrison commander on all housing issues involving enlisted personnel. He/she will work with commanders and other agencies and individuals as needed in resolving complaints or problems.

c. Unit Commanders.

(1) Be actively involved in monitoring living conditions and be responsible for the management of utilized SSH.

(2) Allow appointed individuals for barracks management sufficient time to perform their duties. Upon request, provide guidance and assistance in resolving complaints, problems and disputes.

(3) Hand Receipt Holder of common area furnishings and responsible to ensure accountability.

d. Barracks Manager (First Sergeant).

(1) Ensure that SSH utilization standards are met.

(2) Ensure that assigned SSH spaces are not diverted for other usage such as training rooms, administration office space, day rooms and storage rooms without first obtaining approval of conversion or diversion of the barracks space. Authority to divert adequate SSH or substandard SSH (upgradeable) buildings or parts of buildings to other SSH use is held by IMCOM with copy furnished to HQDA (DAIM-FD).

(3) Coordinate with the SSH management office to obtain furnishings support and to update the required sub-hand receipt for the common used furnishings in buildings under his/her control.

(4) IAW reference 1.i., conduct regular inspections of facility concentrating on safety, security, health and welfare conditions, and facility/furnishings accountability and conditions.

(5) Inform the SSH management office of arriving and departing personnel in advance of arrival/departure to allow for coordination of inspection and maintenance processes.

(6) Appoint Building- and Floor Coordinators/Fire Wardens.

(7) Work closely with the SSH office.

e. Building- and Floor Coordinators/Fire Wardens.

(1) In coordination with the SSH Team(s), assist SSH residents in utilizing the Self-Help operation to complete minor repairs to the barracks building/room/space.

(2) In coordination with SSH Team(s) and ISGs, is the first line in the chain of command concerning complaints, problems and disputes involving SSH residents.

(3) Work closely with the SSH office.

f. Directorate of Public Works (DPW) Master Planning Office.

(1) The Master Planning Office allocates and assigns barracks space among units for optimum space utilization. The Master Planning Office assigns building(s)/space to brigade/battalion and turns over keys and master keys to SSH Team. Appropriate documents are kept and maintained at DPW.

(2) Input accurate Real Property Data in the Integrated Facilities System (IFS) and keep data up-to-date to ensure that inventory assets are correctly identified.

g. DPW Business Operation Integration Division (BOLD). Identify, track, order and coordinate requirements for maintenance, repair, improvements, self-help, flagship projects, renovations and grounds maintenance

h. DPW Housing Division.

Unaccompanied Personnel Housing Office.

(1) Control issuance of Certificates of Non-availability (CNAs) and Temporary Lodging Allowance (TLA) claims.

(2) Receive requests for exception to policy from SSH Office Manager and forward with comments to the Garrison Commander through Chief, Housing Division. Return with decision paper.

(3) Receive filled Statement of Charges and Financial Liability Investigation of Property Loss (FLIPL) from SSH Office Manager for signature and to be forwarded to the appropriate offices.

(4) Receive reports as outlined in the FSBP Contract Performance Work Statement and data as requested.

(5) Perform Contracting Officer Representative's duties as outlined in the appointment orders and applicable regulations.

(6) Perform Quality Assurance Evaluations (QAE) in accordance with the Quality Assurance Surveillance Plan (QASP) for FSBP Contract.

Contractor Personnel for FSBP Contract.

(1) Responsible for the effective day to day operation and the management of Single Soldier Housing (SSH) Program IAW SSH principles.

(2) Maintain key control. Procedures for emergency access and after duty hours entrance for persons who have locked themselves out, as well as the procedure for damaged and lost key(s) have been established in the Key Control SOP.

(3) Manage, operate, and maintain the SSH facilities and equipment in coordination with the Barracks Manager and other appropriate offices.

(4) In conjunction with military leadership and barracks residents, support the BOSS program relating to SSH issues.

(5) Maintain utilization statistics, prepare reports IAW AR 420-1, and maintain automated and manually produced occupancy data.

(6) Coordinate with the Unit Commanders for routine minor maintenance and repair.

(7) Assign and terminate rooms in HOMES, housing's automated data system, including furniture and equipment; conduct inspections as required.

(8) Report and coordinate with units for statements of charges and Financial Liability Investigation of Property Loss (FLIPL) for damaged facilities, equipment, and furnishings. Collect for damages beyond fair wear and tear and increase accountability.

(9) Provide pertinent information in regards to SSH Management to the UPH Manager, to the Master Planning Office as well as other appropriate offices.

(10) Submit required SSH service order requests to DPW Work Reception and maintain accountability of submitted and completed work requests.

5. HOURS OF OPERATION AND LOCATION.

a. The SSH management office operating hours are Monday – Friday: 0730 hrs – 1630 hrs; closed on German and American Holidays. The location of the SSH management office is in Building 7104, 2nd floor.

b. Contact Information.

(1) During regular duty hours: DSN 469-8295 / 7271.

(2) The SSH management office will be available 24 x 7 to respond to emergencies. Outside of regular duty hours, the SSH on-duty response person can be contacted through First Sergeants, BDE/BN CSMs; Staff Duty offices; DPW on call person; as well as the Garrison Fire and Emergency Department. Individuals needing to request after-hour emergency help from the SSH response person on duty should contact one of these 24 x 7 activities.

(a) The intent is for Staff Duty offices to contact the SSH response person, outside of normal duties hours, on the behalf of Soldiers assigned to their units.

(b) The SSH person on duty will only respond to the location of a designated caller. So, for instance, if the Staff Duty of X, Y & Z Battalion were to call on behalf of one of its Soldiers, the SSH on-duty person would respond to that Staff Duty's location.

6. ASSIGNMENT (Individual/Routine):

a. The SSH Manager or his/her representative receives the manifest of arriving Soldiers as soon as it is available and assigns room(s)/space in coordination with the Unit's First Sergeant or his/her representative on the date of arrival. Assignments will be based on priority IAW AR 420-1, Chapter 3, gender and rank of applicants and the type and availability of facilities.

b. All newly arriving Soldiers must provide a copy of the Permanent Change of Station (PCS) orders and any amendments to the SSH management office to verify eligibility to reside in the barracks. The Soldiers will receive a briefing on current policies and procedures and an assignment package that contains the following documents:

(1) Application for Barracks.

- (2) Assignment Information and Briefing Check List for SSH.
- (3) UPH Inventory and Condition Report (I&C) (if applicable).
- (4) Liability Statement for Damage to Assigned Housing.
- (5) Government Funding for Local Moves Policy.
- (6) Temporary Lodging Allowance Policy Information (as applicable).
- (7) Customer Feedback Survey/Comment Card.

c. The SSH staff adds Soldier's application data into the Housing Operations Management System (HOMES), and prints out the hand receipt.

d. The inspector and the Soldier conduct the in-check inspection jointly, documenting the initial condition of the room(s)/space and its contents on the UPH I&C Report and the furnishings hand receipt, then the Soldier is issued a room key, other keys as needed. The Soldier is briefed on replacement costs and procedures if the key is lost or stolen or becomes unserviceable in case of card key. The inspector signs and dates the documents. The Soldier must verify the initial condition and signs the forms as well. These documents are used when the room/space assignment is terminated to determine liability for possible damages to the facility and/or furnishings and equipment.

e. The SSH staff will prepare the HOMES generated assignment order which will be kept in the occupants folder at the SSH management office.

f. A housing file folder for each individual Soldier is prepared with all signed and dated housing documents as well as Soldier's PCS orders.

g. Smokers will be assigned based on availability. If rooms are available, non-smokers will be roomed with non-smokers. If a non-smoker and a smoker are roomed together, the room will be non-smoking. There will be no smoking in doorways or common areas. The barracks are a DOD facility which requires that all public access areas are designated non-smoking.

h. If permanent quarters are not available, the applicant will be assigned to temporary quarters and will be placed on the waiting list until permanent quarters become available. A telephone connection should not be established; household goods (HHG) should not be delivered until assignment to permanent quarters. Costs incurred will not be reimbursed if this rule is disregarded. Should temporary quarters not be available, applicants will receive authorization for Temporary Lodging Allowance.

i. Occupants must inform the SSH management office of any change in status that may affect eligibility for SSH such as marital status, promotion, assignment to family housing or private rental quarters. Personnel will not be assigned to more than one dwelling unit at the same time as set forth in AR 420-1. Exceptional situations will be decided case by case; refer to Commander's Policy Letter: Requests for Exception to Policy.

j. Pets, of any kind, are not allowed in SSH.

k. IAW applicable regulations, unit integrity must be maintained at battalion level when housing Soldiers. Every effort is made to house Soldiers within their company before considering housing at battalion level.

l. Refer to the applicable/referenced regulations when assigning Chaplains, Law Enforcement personnel and the different type of Reserve Component (RC) Soldiers and Overseas Duty Tour (ODT) Soldiers.

m. Each room has been wired for both telephone and TV service. It will be at the occupant's expense if he/she chooses to receive these services. Reimbursement of reconnection fees for Soldiers moving from barracks room to barracks room will be paid only when the move has been government directed and with Garrison Commander's or his/her representative's approval. If the unit requires an occupant to move, the unit is responsible for the reimbursement of relocating these service(s).

7. CERTIFICATE OF NONAVAILABILITY

a. Certificate of Nonavailability (CNA) will be issued by the Garrison Commander through the housing office under the following conditions:

(1) When the installation as a whole reaches 95% SSH utilization (based on 90 SF per Soldier).

(2) When military necessity is not a factor to reside on post.

(3) The Soldier is pregnant. Pregnant Soldiers are required to submit an exception to policy to reside in family housing or private rental quarters. Conditional Command Sponsorship documentation must be attached. Endorsements from Battery/Company Commander and Battalion Commander and a copy of the doctor's verification statement must be enclosed.

b. CNA's for Soldiers E6 and below will not be issued for longer than 12 months and must be renewed annually. Soldiers are counseled that they may be recalled into the barracks if space becomes available.

8. TERMINATION (Individual/Routine):

a. The SSH management office staff will query HOMES on Soldiers' date expected to return from overseas (DEROS) information at least 3 months in advance of DEROS to identify personnel scheduled to depart the area. DEROS rosters will be verified by the responsible First Sergeant.

b. Contact the SSH office at least 30 days prior to receive a pre-termination briefing which gives you information on the clearing requirements. The following areas will be covered during the pre-termination briefing:

(1) Resident cleaning requirements (identified in writing).

(2) Furnishings Inventory (Soldiers are required to wash their mattress pads prior to the final inspection).

(3) Self-Help requirements (Self-Help should be used to the greatest extent possible for minor repairs).

c. For termination of room assignment, the resident must schedule an appointment for inspection of the room with the SSH management office at least 14 days prior to the desired termination date. Residents are provided with instructions to have his/her immediate supervisor present during the final inspection.

d. The final inspection will be scheduled IAW the Soldier's final out-processing appointment.

(1) A SSH Inspector will conduct the final inspection, which includes clearing the furnishings hand receipt. All government furnishings will be in the room prior to the termination inspection. This inspection will ensure that the occupant has performed the tasks identified at the time of the pre-termination briefing. The condition of the room(s)/space must allow follow-on assignments without delay. (This may require a Soldier that smoked in the room to repaint the room; wash and re-hang the curtains; wash mattress cover; repair walls with excessive number of nail holes/drill holes and painting afterwards; etc.).

(2) After passing the final inspection, and the Soldier remains in the room until flight, the supervisor takes on the responsibility for the room and its furnishings until the key is turned over to the SSH office on the date the occupant leaves the community; however, no later than the following work day.

(3) The SSH office manager will notify the Soldier's chain of command if he/she fails to meet their responsibilities.

e. Soldiers will remain in their quarters until their departure whenever possible or be moved to transit rooms. In exceptional cases, outgoing TLA may be authorized by the Housing Office for not more than 3 days.

f. Residents that are held liable for damaged facilities and or missing/ dirty equipment or furnishings will be instructed to report to the SSH management office to initiate a Statement of Charges or a FLIPL before receiving final clearance from the SSH management office.

g. The SSH staff will prepare the HOMES generated termination order; a copy will be kept in the SSH management office Soldier's file.

h. Generally, Permanent Party Residents ordered on TDY for less than 180 days are not required to terminate their room assignment, unless there is a requirement to house incoming Soldiers. Soldiers going on TDY for more than 180 days are required to terminate their quarters.

i. Vacant rooms/buildings must be closely monitored and checked regularly to ensure that arising problems, i.e. mold or missing furnishings is discovered quickly and issues can be solved expediently.

9. MASS ASSIGNMENT AND TERMINATION

a. Mass assignments: for mass assignments, the SSH manager provides the unit with blank grids for the unit to determine where they would want the Soldier assigned. The SSH team will make every reasonable effort to accommodate the military leadership with their room assignment preferences. The SSH team, 1SG, or unit representative places the in-processing packets at the foot of the bed of the pre-assigned rooms for all in-coming Soldiers. All the Soldiers are briefed as a group on the SSH policies, procedures, and in-processing paperwork. The Soldier proceeds to the pre-assigned room and completes the in-processing paperwork including the furniture hand receipt print out. Upon completion, the Soldier returns to the SSH designated area where the Soldier is issued a key. The in-processing paperwork is later entered into HOMES. NOTE: This procedure may vary.

b. Mass terminations: The SSH manager receives a list of deploying Soldiers, at least 48 hours in advance, from the unit. On the departure date, the SSH team personnel will meet each Soldier at their assigned room. Each Soldier is required to stand the final inspection unless prior arrangements have been made with the command. Damages will be assessed by using the Room Clearance Checklist which the Service Member will be required to sign. Upon return to the office, the SSH team will go through the room clearance checklists and process the collection of damages via DD 139. The SSH team sends re-lock or re-key memos to DPW. During the termination process, the SSH team can identify any fair wear and tear during the inspection and initiate service orders at this time. If there are furnishings that need to be replaced, it's annotated on the hand receipt and sent to the Furnishings Management Office. Rooms that are not cleaned to current standards are identified and submitted to the Facilities Management Office to be professionally cleaned at the expense of the service member. Costs for cleaning: 61\$ for single room, \$120.00 for an entire module, \$60.00 for a single room in the module. Costs are subject to change. NOTE: There may be variances on this procedure.

10. TRANSIENT ROOMS

a. Transient rooms are temporary facilities assigned to unaccompanied Soldiers. Contingent upon requirements and availability of space, SSH management office will reserve approximately 1 percent of the barracks space for transient rooms. Keys for these rooms will be provided to unit leaders to account for unexpected circumstances. Management of transient room space is the responsibility of the unit leader signed for the room(s). In multi-use buildings (buildings used to house a combination of small contingencies of military personnel such as Medical/Health Clinic Staff, Post Office Staff, USAG HHC Personnel, etc), the transient room(s) will be the responsibility of the senior ranking member of the largest contingency of service members. The transient room(s) will be shared equally between all military units assigned space within the building. A memorandum of agreement pertaining to this policy will be maintained by the SSH management office and signed by all unit leadership assigned space within the multi-use building. Examples of requirements for transient room assignments follow:

(1) In/out-bound unaccompanied personnel unable to find/afford facilities while awaiting permanent assignment or following quarters' termination due to PCS moves.

(2) 72 hour "cooling off period" for domestic issues.

b. Rules and requirements for residing in transient rooms.

(1) Maximum stay will not exceed 72 hours without prior approval from Garrison Commander or Garrison Command Sergeant Major.

(2) Occupants will keep the transient facility clean. They will separate trash and comply with the recycling program.

(3) Delivery of personal property should be delayed until assignment to permanent quarters.

(4) Overnight guests are not allowed in transient quarters. Visitors will be allowed in the common areas only, between the hours of 1000 – 2200. Visitors must be at least 18 years of age and must remain accompanied by the Soldier being visited.

(5) No pets of any kind will be permitted.

(6) No smoking will be allowed in these quarters.

(7) Occupants causing damage to furnishings and/or facilities will be assessed charges for the damages.

(8) Command will be notified of occupants who fail to follow established rules and requirements which may result in removal and/or disciplinary action.

b. All unresolved issues should be reported to the SSH management office, Building 7104, 2nd floor, Phone 469-8295 / 7271.

11. BARRACKS UTILIZATION REPORTS (BURs)

a. Ideally, the SSH staff updates the Garrison's BUR data sheets daily. The Garrison's BUR data shows the building number, room number, Service Member's name, company/battery, rank, gender, and priority as defined in AR 420-1, Chapter 3. The Garrison's BUR data also shows what rooms are down for maintenance and what rooms are designated unit transient spaces. A copy of this data is forwarded to the First Sergeants weekly.

b. First Sergeants, or their representative, will respond to every BUR by making any required changes and sending it back to the SSH Manager. The SSH Manager compiles the data weekly and to facilitate submission to IMCOM Europe Region on a quarterly basis.

12. GOVERNMENT FURNITURE AND APPLIANCES

a. Upon assignment of SSH room/space, each occupant will sign a hand receipt for furnishings and will be held liable for the accountability of the items and any damages or loss due to negligence that occur while the property is in their possession.

b. The SSH management office will maintain hand-receipt files for furniture and appliances issued to SSH room/occupant(s) and common use areas. Furnishings accountability shall be maintained via HOMES. A hard copy of the hand receipt for the individual space assigned will be maintained in the applicable customer file.

c. Basic allowance for each occupant is one bed platform/dbl slat bed with mattress and cover, one night stand, one table lamp, one 3-drawer chest of drawers, one TV stand, one desk, one mirror, one bookcase desk, one chair straight, two wardrobes (unless a built-in closet is in the room/module). This is subject to space availability and subject to change. Maintaining rooms in a standard configuration is not required; however, setting up personal furniture is limited due to room size restrictions. Rooms must have the basic issue government furniture at the time of the out-check inspection.

d. Common use Government property in any room or module will be on the hand receipt of the most senior occupant (HOMES3). All other occupants will have the common use Government property written on their hand receipt with the word “shared” in parenthesis. Once enterprise Military Housing (eMH)is implemented, common use furniture will show on each occupant’s hand receipt. Should common use property become damaged or lost and the person responsible cannot be determined, a FLIPL will be initiated.

e. Rooms are set up with furniture in accordance with number of spaces allowed. Should one Soldier be assigned to a room with more authorized spaces, migration into the adjoining space is not allowed. The room must be kept clean and in order for immediate assignment to additional personnel.

f. SSH staff in coordination with FMO will conduct inspections/inventories of common area furnishings in coordination with the common area furnishings hand receipt holder at least once every 6 months.

g. Exchange/turn-in of unserviceable furnishings.

(1) After unserviceable furnishings are discovered, the SSH personnel will file a request for repair or replacement using the FMO transaction request sheet. NOTE: Repairs are usually performed Wednesdays (subject to change).

(2) A date and time is coordinated between the SSH management office and the FMO for exchange of furniture. The FMO has its local drayage contractor who utilizes their own vehicles to transport, deliver, and pick-up both serviceable and unserviceable furniture. It may take up to 4 work days to replace the furniture depending on the FMO schedule and funding. Therefore, close coordination is required with the FMO for all issues of this nature.

h. The FMO guidance reference linen support is to provide linen for permanent party bed spaces at 5% of the unit strength. The 5% includes assisting short term soldier attachments (on a temporary basis) to their units. This applies for barracks managed by the Unit or through FSBP.

(1) Soldiers returning from deployments are not short term attachments and do not fall into the 5% linen support for permanent party barracks bed space under housing support. The installation Furnishings Management Branch (FMB) is not funded or authorized to stock linen beyond the 5%.

(2) Senior Army and ACSIM leadership guidance is for mission commanders to use mission funds to purchase and manage linens for deployment rotations.

i. Curtains. Unit (CDR or 1SG) should submit a written request to Bamberg FMO, requesting curtains. The request should include the quantity and measurements (height/width) and a justification. FMO will process the request to IMCOM-E for decision.

13. RESIDENTS LIABILITY FOR DAMAGE TO GOVERNMENT PROPERTY:

a. Soldiers assigned SSH and issued government furnishings are legally responsible for any damages to the dwelling unit and for damage, loss or destruction of government furnishings and equipment as a result of negligence or abuse.

(1) A resident is negligent when steps are not taken to prevent or minimize careless conduct that is likely to result in damage, loss or destruction of government property.

(2) Abuse means willful misconduct or the deliberate unauthorized use of quarters (e.g., allowing unauthorized personnel to reside in quarters).

(3) The resident is not liable for damage due to fair wear and tear (FWT) (as determined by a qualified technical inspector), or caused by an act of God or by the acts of persons other than guests. Residents are liable for damage, loss or destruction of government property caused by themselves and their guests.

(4) The resident's liability is limited to an amount equal to one month's basic pay, unless the damage or loss is deemed to be the result of gross negligence or willful misconduct. In such cases, the resident may be liable for the full amount of the damage or loss.

b. Depreciation is authorized IAW AR 735-5 and used when the item is in less than new condition. The rate of depreciation is based on normal use, and may be increased or decreased based on facts showing more or less than average use.

(1) Painting is normally on a 3-year cycle. Charges will depend on the cost and will be prorated over the number of years/months remaining in the cycle.

(2) Government Furniture and Appliances. Depreciation is authorized when an individual willingly pays for loss or damage to item(s). Depreciation will not be applied if the individual

disputes a claim and a Financial Liability Investigation of Property Loss (FLIPL) finds the individual monetarily liable.

(3) IAW AR 735-5, nonperishable items will be depreciated up to 75 percent at a rate determined by a straight-line method of depreciation. This method is based on an item's normal useful life expectancy and its current cost. For perishable items (e.g., mattresses, mattress pads, curtains), a standard depreciation of 25 percent is allowed.

c. Damage, loss or destruction of government property may be settled with DD Form 139, Pay Adjustment Authorization.

(1) If payment is disputed, a FLIPL will be initiated by the SSH office and submitted to the Garrison Commander for appointment of a survey officer. In order to ensure that Soldiers are held liable for negligent damages, the appointed survey officer will not be from the Soldier's unit of assignment.

(2) Personnel will receive a thorough explanation by the Housing Division/Furnishings Management Office regarding costs and the methodology for determining costs. Personnel who acknowledge liability but who question costs/methodology will have their cases referred to the housing manager. If the situation cannot be rectified, a FLIPL will be initiated.

d. Collecting for damages and cleanliness charges.

(1) The collection process begins when the SSH inspector clears the room or when the damage/loss is known. Damages are assessed by using the Room Clearance Checklist which the Soldier will be required to sign. The SSH counselor fills out a DD 139 in order to have the charges deducted from Service Member's pay.

(2) All DD 139s are added into HOMES3 Damage Report and turned in to the individual division finance offices, with the appropriate accounting classification codes for structure/facility damage charges and damages to furniture, equipment, and cleaning. The finance office uses the accounting classification and routing codes to electronically, through the Defense Management Operations Pay (DMOP) system, place the money into the appropriate account. Designated individual checks with the finance offices for a status report. Since DFAS processes the charges in lump sums, there is no way of tracking from which customer the money was acquired.

(3) All documented charges are kept on file in the SSH management office.

14. DEPLOYMENT/REDEPLOYMENT:

a. During periods of deployments, Soldiers residing in SSH are, in most cases, required to vacate their room(s)/space to allow for renovation and in the event the quarters are needed to house follow-on forces. Personal property will be packed and stored during deployment. Reimbursement of telephone and cable TV reconnection fees will be at government expense. Separate instructions will be provided if this option is implemented.

b. If not required to vacate quarters:

(1) Soldiers residing in a one person room may have their personal property inventoried by a unit supply NCO (or by other unit appointed authority), government furnishings and equipment will be inventoried and their rooms secured. Only rear detachment commanders will have access to the Soldiers' rooms for emergency purposes.

(2) Soldiers who share their quarters with a roommate shall have their personal property inventoried, packed and stored at government expense at a commercial storage facility.

c. Single Soldiers in grades E-6 and below will return to SSH upon redeployment.

d. A Soldier's personal property that was packed and stored at government expense during deployment will be returned to the Soldier's quarters, arranged via DOL Transportation, at government expense.

e. Soldiers who were directed to terminate their SSH room(s)/space are authorized reimbursement of telephone and cable TV reconnection fees. Paid receipts are required for reimbursement. Soldiers may contact the SSH management office to obtain information regarding this process.

15. REPAIR (SERVICE ORDERS) & EMERGENCY REPAIR PROCEDURES:

a. Occupants are responsible for routine housekeeping functions including minor maintenance and simple repair necessary to keep their assigned quarters and any assigned Government furnishings in good condition. Occupants are expected to make all self help repairs that a prudent homeowner would undertake personally, e.g. correcting plugged sinks or commodes, cleaning filters, or replacing filters available through the Self-Help Issue Point (SHIP). Non-emergency problems beyond the scope of self help which occur after duty hours should be tolerated until corrective action can be taken on the next duty day.

b. Occupants are also responsible to promptly report defective, broken, damaged or malfunctioning components, equipment, furnishings or fixtures which the occupant cannot repair and would require a service order.

c. Contractor and in-house personnel have to enter barracks rooms in the performance of their duties. Normally, the occupant is present during these times. However, it is possible that a room in a 1+1 module is vacant and requires between occupancy maintenance (BOM) work. In such cases the remaining occupant shall be notified of the dates that personnel will be in the adjacent vacant room and in the common area (kitchen area). The occupant shall secure all valuables, including personal kitchen items, in his/her assigned room and shall ensure that his/her room cannot be entered through the shared bathroom.

d. Service Orders / Emergency Service Orders:

(1) Service Orders: During duty hours, to obtain repair services, call the DPW Work Reception at 469-5000.

(2) Emergency Service Orders: An emergency exists when there is immediate danger to life, health, security, or Government property. Examples of emergency situations are broken water or steam pipes, broken electrical components, stopped up toilets (when only one is available), etc. An inoperative range or refrigerator is not an emergency. During duty hours, Emergency Service Orders are directly reported to the DPW Work Reception at DSN 469-5000. After duty hours, the phone line is forwarded to Emergency Services and works 24 hours a day or Emergency Services can be called directly at DSN 469-115.

e. SSH staff is required to review, monitor and track all service and work orders produced for each facility under the control of this office. SSH staff is required to work closely with the DPW Work Reception and Maintenance Shops to effect timely completion of service/work order requests to insure all QOL standards are met. Weekly, the SSH Team receives an "IFS Dump" which contains all of the Service Order activity for the past 90 days for the barracks. This allows the Team Leader to work with the DPW Maintenance staff to effectively close out old service orders.

f. SSH staff will stand ready to assist SSH occupants with service/work request issues and will perform, as required, as liaison between the resident and DPW staff.

16. LOCK-OUT, DAMAGED, OR LOST KEYS

a. Occupants locked out of their room contact their unit First Sergeant or BDE/BN CSM, whichever is applicable.

b. Damaged or lost hard keys shall be reported to the SSH Key Control Custodian (KCC) who will submit a service request thru DPW for a replacement of the key or the exchange of the lock. Occupants are charged for the replacement of a lost locking system keys between \$ 33.00 to \$ 40.00 (price subject to change), depending on make and model of the key system. The exchange of a system lock is charged in the amount of \$108.11 (price subject to change) if two or more keys are lost.

c. If a Key Card is lost or malfunctioning, the occupant shall notify the SSH KCC and/or the designated Master Key Card Holder for the Unit. The KCC shall request for a replacement through the DPW Work Reception, providing the total number of Key Cards required for the room (i.e. all Key Cards for that room must be replaced). Until the new Key Card(s) are completed, occupants have to gain access to the room by use of the unit's Key Control Custodian Master Key Card. Regular duration for obtaining new Key Cards is one (1) day. Charges are not assessed for Key Cards that have to be replaced due to system malfunctions; however, replacement cost for lost or damaged Key Cards is \$15.00 (price subject to change) for each card.

d. After regular duty hours: The DPW Work Reception (469-5000) phone number is forwarded to the Fire & Emergency Services and works 24 hours a day, or Emergency Services can be called directly at DSN 469-115 to have an on-call locksmith repair the lock.

e. Key Cards are programmed to expire after 12 months. A yellow colored light will provide notification that the key card is within the 7-day window preceding expiration. This typically

occurs in the entire building. The exchange for all cards is coordinated between the unit 1SG or his/her representative, the SSH KCC and the DPW Work Reception.

17. SELF-HELP:

a. The self-help program is designed to obtain maximum use of available manpower by encouraging occupants to conserve utilities, follow good housekeeping practices and perform simple minor maintenance and repair work. The purpose of this program is to develop the pride, discipline, and responsibility customary in a prudent homeowner.

b. The local DPW Self Help is responsible for providing technical advice to occupants for work they can realistically perform. This assistance includes furnishing "as required" hand tools and equipment on temporary hand receipts, and replacement parts and supplies. The local Self-Help Issue Point (SHIP) can provide supply items; e.g. weather stripping, toilet seats, small plumbing items, small hardware, fluorescent bulbs and starters. Occupants should check with the local SHIP to see what is available.

c. Occupant Responsibilities.

(1) Maintain property assigned to or used by them and the immediate surroundings in a clean and orderly condition.

(2) Conserve energy, follow good housekeeping practices, and exercise judgment in performing homeowner handyman tasks.

(3) Request the DPW performs work beyond the scope of occupant capability, through the Barracks Manager or representative to the SSH management office, if appropriate.

(4) Obtain written approval from the DPW or the Housing Manager to paint the room; attending a paint class is a pre-requisite. Self-help improvements will be coordinated with the UPH Manager and DPW prior to commencement of work. Failure to receive written approval could result in failure to pass final clearing inspection and requirement to return quarters to original condition and charges to the Soldier.

(5) Cooperate with DPW personnel by complying with instructions on care and maintenance of the dwelling unit and its components.

18. CLEANING AND MAINTENANCE:

a. All personnel residing in SSH are responsible for the cleanup and maintenance of the stairways and complex areas. The Barracks Manager will post a duty roster. Personnel on leave/pass or field duty will find a replacement or notify the appropriate person maintaining the roster so duties can continue efficiently. All common areas will be cleaned daily by 0900 hours.

b. All luggage and boxes will be properly marked with individual's last name and last four digits of social security number and stored in the storage cages located in the individual buildings when available.

c. Room furnishings will not be removed from any room. Room furnishings will not be disassembled for any reason.

d. Trash from rooms will be placed in dumpsters, not in basements or laundry rooms.

e. The privacy of all occupants will be respected and noise levels, to include playing of television, stereo equipment, and radios will be kept at a level to preclude disturbing other occupants. Failure to comply with this provision may result in individuals forfeiting the privilege to have the noise-producing equipment in their rooms. Noise may be considered to be excessive if occupants of adjoining rooms or suites complain.

f. Individual suites, as a minimum, will meet these daily standards:

(1) Rooms must be maintained in a “clean, safe, functional, secure, and neat” condition. Clean as necessary to assure that proper sanitation level is maintained. Rooms must meet the “clean, safe, functional, secure, and neat” standard at all times.

(2) Valuables will be put away and the closet locked.

(3) Electrical appliances, i.e. irons, hair curlers, and blow dryers, will be disconnected when not in use.

(4) Remove any trash containing discarded food. Immediately take all trash to dumpster. Clean trashcans as required.

(5) Wipe down microwave after use.

(6) Sweep, mop, vacuum floor.

(7) Clean sinks, mirrors, toilet and shower/bathtub. Water deposits, soap scum, and mineral deposits will be removed. Shower curtains will be checked for mildew and cleaned as required.

(8) No food will be left out.

g. Residents may decorate their rooms as long as the decorations are not offensive to others and the room is returned to the standards in AR 420-1, and as designated by the installation and organizational commander, before they out-process.

19. SOLDIER COMMON AREA

a. Soldier Common Area (SCA) is for the convenience and relaxation of the Soldier and for use by occupants only.

b. Keep free of trash at all times.

c. Clothes will not be left unattended in the laundry rooms. Unattended personal belongings are not the responsibility of the Garrison, UPH Manager or the Barracks Manager.

d. The use of the kitchen (Common Area Kitchen usually in “C” type buildings) will be coordinated with other residents and will be cleaned after use and inspected daily by the Barracks Manager, his/her representative, or the Building Coordinator.

e. Game room equipment will be signed out from the Barracks Manager, his/her representative, or the Building Coordinator.

f. Use of grills must comply with all local Garrison safety and fire prevention guidelines and will be coordinated with the Barracks Manager, his/her representative or the Building Coordinator.

g. No private parties/meetings will be held in the SCA.

h. There will be NO SMOKING or CONSUMPTION of ALCOHOL within the SCA.

20. NON-HOUSING INSPECTIONS

a. All unit commanders, first sergeants, and immediate supervisors will make random checks (on a regular basis) of their Soldiers’ rooms/living areas for the purpose of maintaining a standard of health, cleanliness, functionality, neatness, and security. The SSH staff will assist unit leadership by providing input on the overall condition of housing, particularly the common areas, based on their observations while in the areas.

b. Visibility of unit leaders within Soldiers quarters will enhance morale, foster teamwork, and improve living conditions and the well being of all barracks residents.

c. Military Police, MPI, and CID agents will be allowed to search Soldier quarters common areas pursuant to their official duties upon presentation of their credentials. Search of Soldiers’ rooms will only be allowed if, upon presentation of a search warrant, the Soldier consents, or evidence relating to a crime is being or about to be destroyed. The Housing Manager, Garrison Command Sergeant Major, and Unit Commander will be promptly notified of the request to search and the use of military working dogs.

d. Periodic inspections and inventories will be announced at least 24 hours in advance whenever possible.

e. Unannounced health, welfare, safety, and security inspections may be conducted with military unit leadership and be specifically authorized by the Garrison Commander. However, these types of inspections will be held to a minimum.

f. Whenever possible, at least 24-hour notice will be given prior to maintenance/repair personnel entering the room.

21. PHYSICAL SECURITY

a. Personnel going TDY for a period of 180 days or longer will be required to terminate room assignment. If the occupant so desires, the name may be maintained on a waiting list with the anticipated date of return. Storage of personal goods can be arranged through DOL Transportation at government expense with the TDY orders.

b. Personal property within the quarters is the responsibility of each individual who resides there. Individuals must ensure that personal property is secured at all times. Residents should padlock their storage cage, cabinet(s), bed drawer, and similar; however, padlocks are not government provided.

c. Residents are responsible for ensuring that personal high value items are recorded on DA Form 4986 and the form is on file at the individual's unit. Items that do not have a serial numbers should be marked with the last four digits of his/her social security number.

d. SSH Team(s) will ensure keys are not marked in any manner which will assist an unauthorized individual in matching a key that was lost, stolen, or misplaced to a specific building/room lock. Unauthorized locks are not permitted. Assigned Soldiers will not give their key or Key Card for their room to a non-resident.

22. SAFETY

a. Safety is of utmost importance within the enlisted quarter's facilities. Doors that cannot be properly secured will be reported to the DPW Work Reception at DSN 469-5000.

b. Windows with broken handles, broken hinges, and broken glass will be reported to the DPW Work Reception immediately for corrective action.

c. Stairs will be kept free of trash and liquids.

d. Residents who come in contact with explosives, i.e. firecrackers, gunpowder, and flammables, will not bring these items into the SSH quarters for any reason.

e. Electrical cooking appliances, which are authorized for use in the SSH quarters, are microwave ovens, crock pots, coffee pots, air type popcorn poppers, or any item that does not use oil or produce extreme heat. All others, to include hot plates and deep fryers, are strictly prohibited.

f. Lit candles, incense, or oil lamps must not be left unattended.

g. Electrical appliances that have a heating element, other than electric irons, curling irons, hair dryers, coffee pots, or air type popcorn poppers, are prohibited.

h. There will be absolutely NO SMOKING IN BED.

i. Occupants should acquaint themselves with the location of fire extinguishers.

j. During a fire alarm, occupants must evacuate the building, closing windows and doors as they exit, disconnecting appliances, and turning off all lights.

23. ENVIRONMENTAL

a. Privately Owned Vehicle (POV) Maintenance. In accordance with German environmental laws, discharge/spillage of water-endangering liquids is not allowed. Occupants are not allowed to perform any POV maintenance involving liquids; for example, radiator work, brake work, oil or transmission fluid changes, fuel tank repair. Various auto craft shops are available for use by military personnel at a nominal charge.

b. POV Washing. German law regulates POV washing. Washing or rinsing POVs in/on public areas is strictly prohibited. Public areas include city, state or federally-owned roads, parking areas or grounds, e.g. parks. POVs may be washed in housing areas, provided the area is concrete or asphalt and the POV is washed with plain water only. Use of detergents or soaps is strictly prohibited. Numerous carwash facilities, which comply with German laws, are available on and off the installation.

c. Parking of privately owned vehicles is authorized in designated parking areas and occupants will not park on seeded areas or areas designated as fire lanes or sidewalks.

d. No automotive parts will be stored in any part of SSH quarter's facilities, to include private rooms and bulk storage areas.

e. Trash Disposal. German law requires that occupants sort household waste, including metal, glass, paper, and cardboard. Occupants must use recycling bins and trash dumpsters for their intended purpose by excluding recyclables and hazardous wastes from trash dumpsters. Your local environmental office will provide you with a guide to sorting or recycling. The guide will also tell you where to pick up additional yellow and/or blue bags.

24. ENERGY CONSERVATION

a. All lights and water faucets will be turned off when not in use.

b. Practice prudent usage of water. Domestic hot water will not be used for washing POVs.

c. Promptly report all malfunctions of utility systems to the DPW Work Reception at DSN 469-5000.

d. During heating season, 1 October through 1 May, open windows only as required for ventilation and escape of moisture. Do not turn radiators completely off during freezing temperatures. During summer season, radiators should be closed completely, and then backed off one-quarter turn.

e. Portable heaters will not be used except under emergency conditions, i.e., failure of heating system as approved by the DPW.

f. Transformers will be unplugged when not in use.

g. Freezer temperature should be set at 0 degrees F; refrigerator temperature at 40 degrees F.

25. PRIVILEGES:

a. No visitor limitations, except:

(1) Soldiers may have visitors in their rooms during the day (0600 to 2400 hours); but before a Soldier may have overnight visitors (2400 to 0600 hours), the company commander must approve the visit each time. The company commander may restrict this policy. Soldiers are responsible for the conduct of their guests. Soldiers hosting guests and their guests will respect the privacy of roommates and other Soldiers in the barracks.

(2) Parent or Guardian must accompany visitors that are under 18 years of age.

(3) No cohabitation is permitted.

(4) Roommate must consent to visitors if more than one Soldier occupies the room.

b. Occupants may set furnishings according to personal taste as long as placement does not encroach on another person's space or create a safety hazard in exiting. Personal furniture is not encouraged; waterbeds are not authorized.

c. These privileges are provided as guidance. Company Commanders and/or First Sergeants may set their own policies for privileges as they see fit.

26. VIOLATORS of this SOP are subject to adverse administrative action and/or criminal action pursuant to German law or subject to judicial and non-judicial action under the Uniform Code of Military Justice.



STEVEN L. MORRIS
LTC, AV
Commanding

APPENDIX A

CRITERIA TO BE USED FOR DETERMINATION OF ADEQUACY OF BARRACKS SPACE:

IAW Suppl 1 to AR 420-1, Army Facilities Management, 20 Nov 08, minimum adequacy of space varies for different barracks building designs; i.e. 1+1 facilities; modernized facilities; and facilities with common area latrines. Below are **USAG Bamberg's** adequacy standards for E1 through E6:

Grades	1+1 Facilities (Modules of 2 rooms, shared bath, or 1 NCO room, private bath)	Modernized Facilities (e.g. 2+2, 1-2-3)	Facilities with common area latrines
E6	Single room, 135 NSF, private bath or module of 2 rooms, or 2 per module, shared bath*	No more than 2 per room, at least 135 NSF per person, Common use bath acceptable	Private room, at least 220 NSF, common use bath acceptable
E5	Single room, 135 NSF, private bath, Or 2 per module, shared bath	No more than 2 per room, at least 135 NSF per person, Common use bath acceptable	Private room, at least 220 NSF, common use bath acceptable
E1 – E4	Module of 2 rooms shared with 1 other; at least 118 NSF per person, shared bath	No more than 4 per room, at least 90 NSF per person, common use bath acceptable (Note: if more than 2 are housed per room available living area of room must be reduced by 20 SF per person to accommodate 2 wardrobes per person)	No more than 2 per room, at least 110 NSF per person, common bath acceptable

*The minimum DOD UPH standard for personnel in the grade of E6 is a private room and a bathroom shared with no more than one other person.

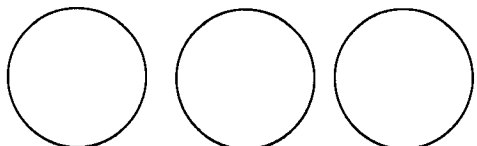
Authorization to reside off post in private rental housing requires a Certificate of Non-Availability (CNA). A CNA may be issued by the Garrison Commander once the installation (barracks) reaches 95% occupancy rate IAW AR 420-1, Army Facilities Management, 12 Feb 2008, Chapter 3 Housing Management.

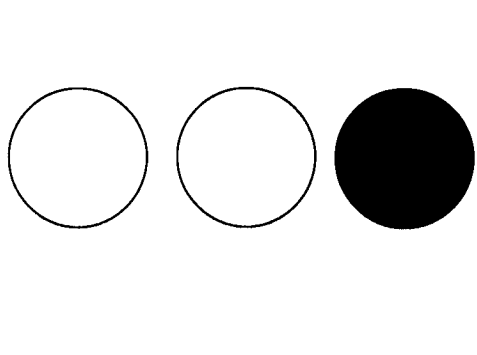
At times of mobilization for deployment/redeployment, the square footage allocated for each Soldier may be further reduced by the Garrison Commander IAW AR 420-1, paragraph 3-137, Housing Mobilization Planning.

APPENDIX B

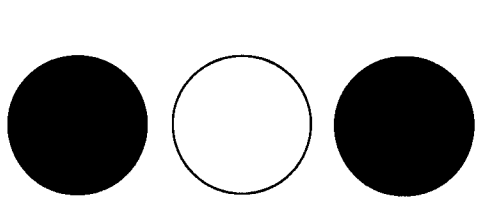
Keycard Entry System - Light Display

 Green Light: Lock is Ok.

 Yellow Light **Blinking**: The wrong card was used.

 Yellow and Red Light is on: Card could not be read, the card was pulled out too fast, or the magnetic strip is broken.

 Green and Red Lights are **blinking alternately**: The battery is empty.

 Green and Red Lights are on at the same time: Lock must be re-programmed.

APPENDIX C

SSH Management Office:

Warner Barracks, Building 7104
DSN 469-8295 / 7271

Operation Hours:
Mon – Fri 0730 – 1630hrs
Closed German and American Holidays

On-call after duty hours: contact your Staff Duty or CQ; lock outs contact your 1SG or BDE/BN CSM.

TELEPHONE NUMBERS

Fire and Emergency Services:	114 / 117	(24 hours per day)
Military Policy:	114 / 117	(24 hours per day)
Emergency Work Order Services:	115	(24 hours per day)
DPW Work Reception:	469-5000	(24 hours per day)

Energy Manager, Operations & Maintenance Division: 469-7743
Environmental Office: 469-8426
Facilities Management Office: 469-7708
Furniture and/or appliances services: 469-7711/8688
General on-post housing inquiries: 469-7654
General private rental housing inquiries: 469-8808
Housing Office: 469-8815/7654
Housing Zone Coordinator: 469-8115
Self-Help Issue Point (SHIP): 469-7669
Unaccompanied Personnel Housing: 469-8309/8310

(When calling from a private phone, dial 0951-300 and the last four digits of the number).

For additional information on the Directorate of Public Works (DPW) you may visit the DPW website at <http://www.bamberg.army.mil/dpw>

For SSH information visit <http://www.bamberg.army.mil/dpw/housing/FSBP.htm>

APPENDIX D

1. ABBREVIATIONS

AER	Army in Europe
AFH	Army Family Housing
AOT	All Others Tour
BC	Building Coordinator
CFMO	Centralized Furnishings Management Office
CNA	Certificate of Non-availability
DEROS	Date expected to return from overseas
DPW	Directorate of Public Works
DOD	Department of Defense
F&ES	Fire and Emergency Services
FLIPL	Financial Investigation of Property Loss
FSBP	First Sergeant's Barracks Program
FWT	Fair wear and tear
HOMES	Housing Operations Management System
HHG	Household Goods
IAW	In accordance with
IFS	Integrated Facilities System
JFTR	Joint Federal Travel Regulation
OCONUS	Overseas Continental United States
POV	privately owned vehicle
PP	Permanent Party
RC	Reserve Component
SCA	Soldier Common Area
SSH	Single Soldier Housing
SOP	Standing Operating Procedure
TBD	to be determined
TDY	temporary duty
TLA	Temporary Lodging Allowance
UPH	Unaccompanied Personnel Housing
WTU	Warrior in Transition Unit

2. TERMS

All Others Tour

A tour of duty to an OCONUS area where Family members are authorized, but, for personal or other reasons, the Soldier's Family does not accompany him or her.

Certificate of Non-availability

A statement provided to authorize personnel to reside off post and receive reimbursement for housing when adequate housing is not available.

Elective Joint Federal Travel Regulations (JFTR)

Provisions of the JFTR that pertain to Soldiers assigned to USAREUR who choose non-temporary storage of household goods.

Environmental compliance

Any activity designed to correct deficiencies in order to comply with existing environmental standards, costs to meet new standards, and other environmental conservation costs.

Fair wear and tear

Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose

Fire and Emergency Services (F&ES)

Fire fighting, fire prevention and emergency services. Emergency services include:

- a.* Structural fire fighting.
- b.* Aircraft rescue fire fighting (ARFF).
- c.* HAZMAT response.
- d.* Emergency medical service (EMS) response.
- e.* Disaster preparedness planning.

Full Joint Federal Travel Regulations (JFTR)

Pertains to shipment of full weight allowance of household goods.

Furnishings

Furniture, household equipment, and miscellaneous items procured under special authority. In foreign areas, includes equipment and appliances normally provided as part of the housing unit in the United States such as moveable kitchen cabinets, wardrobes, and light fixtures.

Furniture

Moveable items (for example, chairs, tables, beds, rugs, and carpeting considered as equipment-in-place) used in furnishing living quarters. Does not include special allowance household goods such as china, silver, table linen, cutlery and kitchen utensils, or household equipment.

Garrison

Organization responsible for providing installation management services and operations.

Household Goods

Privately-owned household furnishings, clothing, baggage, personal effects, and professional books and papers.

Housing

All living accommodations

Installation

An aggregation of contiguous or near contiguous, real property holdings commanded by a centrally-selected commander. An installation may be made of one or more sites.

Integrated Facilities System

An automated information evaluation system that encompasses life cycle management of real property resources. It is also the source of the installation real property inventory.

Maintenance

Work required preserving and maintaining a real property facility in such condition that it may be used effectively for its designated functional purpose. Maintenance includes work done to prevent damage which would be more costly to restore than to prevent. Maintenance includes work to sustain components. Examples include renewal of disposable filters, painting, caulking, refastening loose siding, and sealing bituminous pavements.

Medical holdover

An RC Soldier, pre-deployed or post-deployed, separated from his or her unit, in the need of definitive health care based on medical conditions identified while in an active duty status, in support of the global war on terrorism. Soldiers whose mobilization orders have expired and were placed on active duty medical extension are included in this population.

Military necessity

Military conditions or factors which, in the judgment of the garrison commander, require an individual to be housed in a Government-owned or -controlled facility in order to carry out an essential operation or mission on a long-range continuing basis

Negligence

The failure to act as a reasonably prudent person would have acted under similar circumstances.

Permanent party personnel

Military personnel (including RC personnel who are undergoing active duty for training for 20 weeks or more) and civilian employees who are assigned or attached to a garrison in a PCS status.

Personal Property

Property of any kind except real property and records of the Federal Government.

Recycling

The series of activities, including collection, separation, and processing, by which products or

other materials that would become or otherwise remain waste are diverted from the solid waste stream for use as raw materials in the manufacture of goods sold or distributed in commerce or any reuse of such materials other than as fuel for producing heat or power by combustion.

Reserve Component (RC) personnel

Members of the Reserve Component of the Uniformed Services of the United States (Army National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, and the Coast Guard Reserve).

Self-help

Self-help is a voluntary program which uses military personnel and civilians

Service order

A work authorization document used for small-scale maintenance and repair work on Government-owned or –leased facilities and equipment.

Temporary Lodging Allowance

An allowance designed to partially reimburse Soldiers and their Family members for the added living costs at an overseas duty station when it is necessary to occupy temporary lodging incident to a permanent change of station (PCS).

Unaccompanied personnel

Military personnel and DOD civilians who either have no Family members or are not accompanied by Family members.

Unaccompanied Personnel Housing

Housing provided to personnel not residing with Family members.

a. Includes:

(1) Unaccompanied enlisted personnel housing (UEPH) also called enlisted quarters (EQ)/senior enlisted quarters (SEQ) (formerly known as bachelor enlisted quarters (BEQ)/senior bachelor enlisted quarters (SBEQ)).

(2) Unaccompanied officer personnel housing (UOPH), also called officer quarters (OQ)/senior officer quarters (SOQ) (formerly known as bachelor officer quarters (BOQ)).

(3) Barracks, dormitories, and transient unaccompanied personnel housing (SSH).

b. May include privately-leased housing.

Unit integrity allowance

A management allowance which commanders use as an aid to unit cohesiveness and readiness. The appropriate level for applying this allowance is the battalion.

Warrior in Transition Unit

Medical Holdover, Active Duty medical extension, Medical Hold and any other Active Duty Soldier with complex medical needs requiring six month or more of treatment or rehabilitation.

Willful misconduct

Intentional damage, destruction, or loss of Government property.